

STATE OF NEVADA  
**RECOMMENDATION OF SEPARATION PURSUANT TO NAC 284.611**

Name: \_\_\_\_\_ SSN \_\_\_\_\_ Budget Account \_\_\_\_\_

Current Class \_\_\_\_\_ Grade \_\_\_\_\_ Step \_\_\_\_\_ Supervisor \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_ Section \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

A recommendation has been made by \_\_\_\_\_, \_\_\_\_\_  
Name Title

that you be separated from State service effective not earlier than \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Person recommending separation)

**REASONS FOR RECOMMENDED ACTION**

Pursuant to NAC 284.656, a hearing has been scheduled in your behalf to afford you your right to respond to the proposed action. The hearing is an informal proceeding between you and the appointing authority or his designated representative. Witnesses are not permitted. Each party may be accompanied by a person of his choice. *(For information regarding the hearing and your right to waive the hearing, you should refer to NAC 284.656.)*

The hearing will be conducted:

By: \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_  
Name Title Time Date

at \_\_\_\_\_  
Location (Include complete address)

Following the date of the hearing but prior to the actual effective date, you will be given a copy of the finding or recommendation, if any, resulting from the hearing and be informed in writing of the appointing authority's final decision regarding your separation.

\_\_\_\_\_  
Signature of Appointing Authority or Designated Representative

Signature of Employee: *I understand that acknowledgment of receipt of this notice is not an acceptance of the proposed action nor am I giving up any appeal rights I may have under NRS 284.390.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Witness' Signature (Required if employee refuses to sign)

\_\_\_\_\_  
Signature and Title (Person serving this notice)

**NOTE:** The appointing authority must comply with the procedural notice and hearing requirements of NAC 284.656.

**WHITE to Personnel Department Service Jacket; GREEN to Department; PINK to Appointing Authority; GOLDENROD COPY to Employee.**